



# SALEM COMMUNITY SCHOOLS

*Leading Students to Success!*

**Interim Superintendent:** Dr. Terry Goodin **Associate Superintendent:** Luke Dean  
School Board: Rodney Brough, Allison Ezzell, Becky Humphrey, Brent Minton, Steve Motsinger, Ty Sweeney, Rebecca White

## SCS Job Posting: Assistant Superintendent

**Application Deadline:** May 1, 2026 or until filled

**Start Date:** July 1, 2026

**Salary:** Commensurate with experience

### Position Summary

The Assistant Superintendent supports the Superintendent in the administration of Salem Community Schools and assists with district operations, instructional leadership, and compliance with state and federal requirements.

### Responsibilities

- Assist with daily administration of the school corporation
- Support curriculum, instruction, assessment, and school improvement efforts
- Serve as School Safety Administrator and coordinate implementation of district safety plans and emergency management protocols.
- Supervise and evaluate administrators and staff as assigned
- Assist with hiring, personnel management, and professional development
- Support budget development and financial planning
- Assist with planning, coordination, and oversight of capital improvement and construction projects
- Collaborate with architects, contractors, and project managers to ensure projects are completed on time and within budget
- Provide oversight and support for district transportation operations, including routing, safety compliance, and staffing
- Ensure compliance with Indiana Department of Education, state, and federal requirements
- Assist with labor relations and contract administration
- Support school administrators with operations and student discipline as needed
- Prepare materials and presentations for Board of School Trustees meetings
- Represent the district at meetings and events as assigned

500 N. Harrison Street, Salem, IN, 47167

Phone: 812-883-4437

[salemschools.com](http://salemschools.com)

Watch live and/or recorded meetings: <https://bit.ly/scsboardmtg>



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- Perform other duties as assigned by the Superintendent

## **Required Qualifications**

- Valid Indiana Administrator License
- Master's degree or higher in Educational Administration or a related field
- Minimum three (3) years of administrative experience
- Knowledge of Indiana education law and IDOE requirements
- Strong organizational and communication skills

## **Preferred Qualifications**

- District-level administrative experience
- Experience with collective bargaining, capital projects or school finance
- Experience with curriculum, instruction, and assessment

## **Application Requirements**

- Letter of interest
- Resume
- Copy of Indiana administrative license
- Three professional references

How to Apply: To apply, please submit a cover letter, resume, and SCS Application to Tracy Stone.

[tstone@salemschools.us](mailto:tstone@salemschools.us)

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